

## (12) INTERNATIONAL APPLICATION PUBLISHED UNDER THE PATENT COOPERATION TREATY (PCT)

(19) World Intellectual Property  
Organization  
International Bureau



(43) International Publication Date  
6 May 2004 (06.05.2004)

PCT

(10) International Publication Number  
WO 2004/037549 A3

(51) International Patent Classification<sup>7</sup>: B42F 13/16

(21) International Application Number:  
PCT/US2003/033386

(22) International Filing Date: 21 October 2003 (21.10.2003)

(25) Filing Language: English

(26) Publication Language: English

(30) Priority Data:  
60/420,022 21 October 2002 (21.10.2002) US

(71) Applicant (for all designated States except US): GENERAL BINDING CORPORATION [US/US]; One GBC Plaza, Northbrook, IL 60062 (US).

(72) Inventors; and

(75) Inventors/Applicants (for US only): SIMDON, Craig [US/US]; 130 E. Northwest Highway, Unit G, Des Plaines,

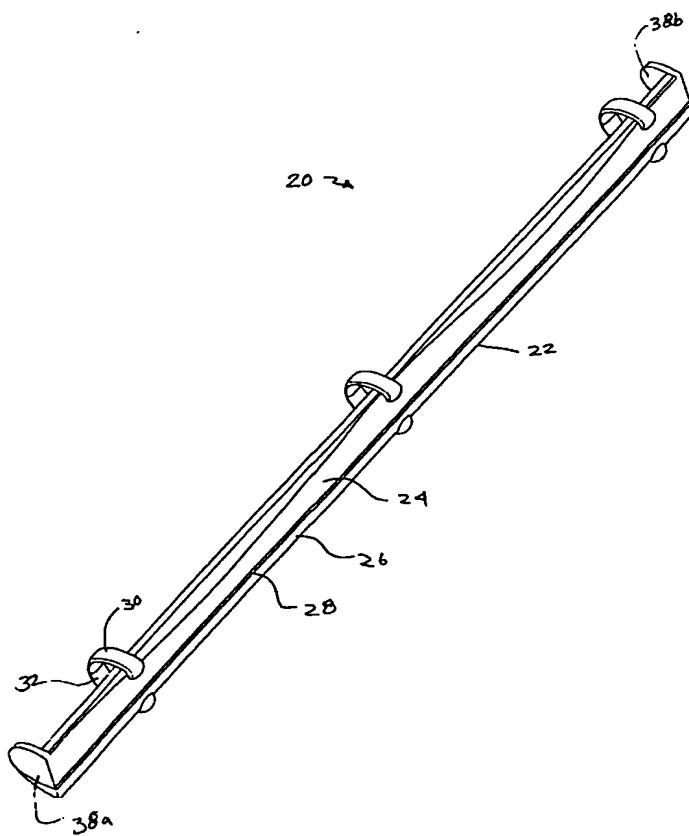
IL 60646 (US). MAGID, Jason [US/US]; 6326 W. Raven, Chicago, Illinois, 60646 (US). CRUDO, Phillip, M. [US/US]; 250 West Prairie Lane, Round Lake, IL, 60073 (US). MCMANUS, Amy [US/US]; 3151 North Lincoln Avenue, #211, Chicago, IL 60657 (US). JONES, Daniel, C. [US/US]; 1814 Fieldstone Ct., Romeoville, IL 60446 (US).

(74) Agent: RUSCHAU, Pamela, J.; Leydig, Voit & Mayer, Ltd., Two Prudential Plaza, Suite 4900, 180 North Stetson, Chicago, IL 60601-6780 (US).

(81) Designated States (national): AE, AG, AL, AM, AT, AU, AZ, BA, BB, BG, BR, BY, BZ, CA, CH, CN, CO, CR, CU, CZ, DE, DK, DM, DZ, EC, EE, EG, ES, FI, GB, GD, GE, GH, GM, HR, HU, ID, IL, IN, IS, JP, KE, KG, KP, KR, KZ, LC, LK, LR, LS, LT, LU, LV, MA, MD, MG, MK, MN, MW, MX, MZ, NI, NO, NZ, OM, PG, PH, PL, PT, RO, RU, SC, SD, SE, SG, SK, SL, SY, TJ, TM, TN, TR, TT, TZ, UA, UG, US, UZ, VC, VN, YU, ZA, ZM, ZW.

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(54) Title: STANDARDIZED BINDING ELEMENTS



(57) **Abstract:** The invention provides a group of standardized plastic binding elements that include two, three, four, five, or seven fingers that are spaced along the spine at precise locations to accommodate the perforations spaced according to specific standardized loose-leaf hole patterns. The binding elements preferably have spines likewise corresponding to at least the length of specific standardized paper sizes, i.e., 8.27 inches (21 cm), 8.5 inches (21.5 cm), 11 inches (28 cm), 11.69 inches (30 cm), 14 inches (39.5), and 16 inches (40.5 cm). The fingers of the binding elements either secure together or to the spine when in the closed position, or the binding elements are held in the closed position by other structure such that the binding elements may be utilized to bind a stack of standard, loose-leaf sheets without the use of a binding machine. Further, the invention provides a relatively small size binding element that may be utilized to provide a relatively small bound book wherein the pages can be turned without binding.